

# PERSONAL DATA/個人資料

## Notice on Commencement of Employment of Security Personnel 『僱用』保安人員通知書

Under section 13 of the Security and Guarding Services Ordinance (Cap. 460)  
根據法例第 460 章《保安及護衛服務條例》第 13 條

To : The Commissioner of Police  
致 香港警務處處長

Attn.: Licensing Office  
Hong Kong Police Force  
12/F, Arsenal House  
Police Headquarters  
No. 1 Arsenal Street  
Wan Chai, Hong Kong

經辦人：香港灣仔軍器廠街一號  
警察總部警政大樓十二樓  
香港警務處牌照課

Fax No. : 2200 4324  
傳真

In accordance with section 13 of the Security and Guarding Services Ordinance, I hereby inform you that the following person(s) has/have\* taken up employment with our company as security personnel from the following date: -

根據《保安及護衛服務條例》第 13 條規定，本人現通知你，本公司已於下列日期起聘用下列保安人員：

<u>Name of Employee</u> 僱員姓名	<u>Security Personnel</u> <u>Permit No.</u> 保安人員許可證編號	<u>IC No.</u> 身份證號碼	<u>Date of Commencement</u> <u>of Employment</u> 聘用日期
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Signature : \_\_\_\_\_  
簽署

Name of Employer/Company : \_\_\_\_\_  
僱主/公司名稱

Company Chop : \_\_\_\_\_  
公司印章

Date : \_\_\_\_\_  
日期

\* Delete where inapplicable  
請刪去不適用者

# NOTICE ON COMMENCEMENT/TERMINATION OF EMPLOYMENT OF SECURITY PERSONNEL

## 「僱用 / 終止僱用」保安人員通知書

### - PROVISION OF PERSONAL DATA -

#### 提供個人資料

#### **Purpose of Collection** 收集資料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations as well as the enforcement of related permit conditions for security personnel permit under the Security and Guarding Services Ordinance, Cap. 460.  
香港警務處會把申請表上填報的個人資料，作下列用途：辦理申請人按照《保安及護衛服務條例》(第 460 章)而提出的保安人員許可證申請 / 記錄存檔 / 更新記錄 / 現階段及日後的一切調查工作，以及執行有關的發證條件。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.  
在本表格上提供個人資料，純屬自願性質。若資料不足，本處可能無法辦理你的申請 / 更新你的記錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.  
若虛報或漏報重要資料，警務處處長可拒絕有關申請。

#### **Classes of Transferees** 獲轉授資料的機構的類別

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in the above paragraphs.  
本處可能會向其他部門及公營或私營機構披露表格上填報的個人資料，以作上文所載的用途。

#### **Access to Personal Data** 查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.  
根據《個人資料(私隱)條例》第十八及第二十二條和附表一的第六原則，你有權查閱和更正個人資料，包括有權索取表格上填報的個人資料副本乙份。

#### **Enquiries** 查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:  
如對本表格所收集的個人資料有任何疑問，包括申請查閱和更正資料，請聯絡下列辦事處人員：

Executive Officer (Licensing)  
Licensing Office  
Hong Kong Police Force  
12-13/F, Arsenal House  
Police Headquarters  
No. 1 Arsenal Street  
Wan Chai, Hong Kong

Tel. Enquiry: 2860 2973

香港灣仔  
軍器廠街一號  
警察總部  
警政大樓十二至十三樓  
香港警務處牌照課  
行政主任(牌照)

查詢電話：2860 2973

#### **警告 Warning :**

- (i) **違例**：任何人士未取得有效的許可證，均不得為、答允為、自認為或自認為他人擔任保安工作，以賺取酬勞。違例者一經定罪，可被罰款一萬元及監禁三個月。  
**Offences** : No individual shall do, agree to do, or hold himself out as doing or as available to do, security work for another person for reward without a valid permit. The offender is liable on conviction to a fine of \$10,000 and to imprisonment for three months.
- (ii) **防止賄賂警告**：根據《防止賄賂條例》，任何人士就申請保安人員許可證事宜，索取、提供或接受利益，包括金錢和禮物，均屬違法。  
**Warning Against Bribery** : It is an offence under the 《Prevention of Bribery Ordinance》for any person to solicit, offer or accept any advantages including money and gifts in connection with the processing of any security personnel permit application.